

**U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
ENFORCEMENT AND REMOVAL OPERATIONS
ICE HEALTH SERVICE CORPS**

IHSC AWARDS PROGRAM

IHSC Directive: 01-34

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Annual Review: 21 Mar 2016 No Changes

**By Order of the Acting Assistant Director
Stewart D. Smith, DHSc**

- 1. PURPOSE:** This issuance sets forth the policy and procedures governing the management of the ICE Health Service Corps (IHSC) Awards program (the Program). Awards are given to recognize and promptly reward Commissioned Corps officers and federal civilian employees, who have made exemplary contributions to IHSC's efficiency and effectiveness. Merit or excellence will be the sole basis for granting awards. Supervisors and managers are encouraged to actively participate in the Program.
- 2. APPLICABILITY:** This directive applies to all IHSC personnel, including but not limited to, U.S. Public Health Service (USPHS) officers and civil service employees supporting health care operations in ICE-owned or contracted detention facilities and to IHSC Headquarters (HQ) staff.
- 3. AUTHORITIES AND REFERENCES:**
 - 3-1.** Commissioned Corps Issuance System, Book 5: Medals and Awards, Chapter 1: Awards and Decorations, Section 1: Awards and Criteria; Inst 511.01: Awards Program (Old CCPM: CC27.1.1)
http://dcp.psc.gov/eccis/documents/CCPM27_1_1.pdf
 - 3-2.** Commissioned Corps Issuance System, Book 5: Medals and Awards, Chapter 2: Incentive Awards Program, Section 1: Incentive Awards; Inst 521.01: Incentive Awards Program (Old CCPM: CC27.1.5)
https://dcp.psc.gov/eCCIS/documents/CCPM27_1_5.pdf
 - 3-3.** ICE Human Capital Employee Performance Management and Awards:
<https://insight.ice.dhs.gov/mgt/hc/Pages/epma/index.aspx>

3-4. Government Employees' Incentive Awards Act (The Act), 5 U.S.C. §§ 4501-4506.

4. POLICY: The objective of the Program is to identify and recognize outstanding performance, as well as important and exceptional contributions from employees within IHSC. Employees should be rewarded for extraordinary accomplishments that enhance and support the mission of the U.S. Department of Homeland Security (DHS)/IHSC and/or the USPHS.

4-1. Responsibilities. Depending on the award, any IHSC employee can submit a nomination or can self-nominate. However, he or she must obtain first line supervisory concurrence. NOTE: A Commissioned Corps officer's rater and reviewer must endorse all nominations for USPHS or other agency awards (other than IHSC Quarterly Recognition Awards which only require supervisory approval). Persons with a disciplinary action on file during the past two years do not qualify for a nomination. The following is a list of additional roles and responsibilities to ensure the Program's effectiveness:

- a. The IHSC Assistant Director (AD) has overall responsibility for the Program.
- b. IHSC Senior Leadership approves the design, implements the Program, and ensures an annual review of the effectiveness of the Program and makes any policy adjustments.
- c. IHSC employees support the Program by nominating deserving staff who they believe qualify for or deserve an award.
- d. Supervisors and Unit Chiefs will review and endorse each award nomination as appropriate.
- e. The Awards Coordinator, or designee, will review all nominations for content and form and refer them to the IHSC Writer/Editor for further review.
- f. The Awards Coordinator is responsible for forwarding and tracking endorsed nominations sent to the DHS Commissioned Corps Officer Liaison (for select officer awards) or the appropriate agency for processing.

4-2. Awards and Requirements for USPHS Commissioned Corps Officers.

- a. Nominators should submit awards packets in accordance with Inst 511.01: Awards Program (Old CCPM: CC27.1.1)
http://dcp.psc.gov/eccis/documents/CCPM27_1_1.pdf

and Inst 521.01: Incentive Awards Program (Old CCPM: CC27.1.5)
https://dcp.psc.gov/eCCIS/documents/CCPM27_1_5.pdf.

- b. Criteria for employee recognition awards and the granting of such must be free from consideration of a nominee's race, color, religion, age, sex, national origin, disability, sexual orientation, parental status, and protected genetic information.
- c. Special items of recognition such as a clock, plaque, or shadow box may be awarded to an employee at the time of the employee's retirement, transfer, or separation as appropriate. Items may be purchased with an ICE Purchase Card (PCard) with a \$250 per occurrence not to exceed \$500 per person per year. Such purchases are within ICE PCard regulations and the ICE Award policy.
- d. Supervisors are responsible for writing and submitting award narratives to the Awards Coordinator at least 60 days prior to an officer's retirement, transfer or separation.
- e. Professional Advisory Committee (PAC) award packets must be in compliance with the instructions provided by the PAC Committee.

4-3. Awards for Federal Civil Servants. Nominations should be submitted in accordance with instructions and vetted through the appropriate Chain of Command to include the AD. See link:
<https://insight.ice.dhs.gov/mgt/hc/Pages/epma/index.aspx>.

4-4. Letters of Appreciation/Achievement. Any federal staff member can write a Letter of Appreciation/Achievement provided the first line supervisor validates the accomplishment. Employees who have served IHSC for one year receive a signed Letter of Appreciation from the AD initiated by the Awards Coordinator.

4-5. IHSC Recognition Awards. Any federal staff member may submit Employee of the Quarter/Year nominations for any federal employee.

- a. Responsibilities for the IHSC Awards Recognition Program:
 - (1) Each IHSC supported medical clinic and HQ staff should support this program and can submit one Corps officer or one federal civilian nominee per quarter. Submission of a candidate is highly encouraged but not mandatory.
 - (2) The Awards Coordinator chairs the program and oversees the Employee of the Quarter/Year Selection Boards.

(3) The AD maintains the program and selects the federal staff that will comprise the Awards Board.

The AD appoints a total of four members to the board annually.

Two of the appointees are senior grade Commissioned Corps officers at the O-5/O-6 levels.

The third appointed member of the board, who is also appointed by the AD, will be a federal civil servant.

The final member will be the previous fiscal year's Employee of the Year, if still within the agency. If not still within the agency, the AD will make the selection.

Members appointed to serve on the board may have an employee nominated for consideration that is under the board member's direct supervision; however, they should recuse themselves from the ranking process.

b. Award Submissions:

(1) Nomination packets must be submitted through the appropriate Chain of Command with an endorsement memorandum from the nominee's first line supervisor supporting the selection.

(2) The packet is routed from the first-line supervisor to the Awards Coordinator for review.

The Awards Coordinator then forwards the packets to the Awards Board members for scoring. (See Attachment 1.) The Awards Coordinator will tabulate final scores (see Attachment 2) and the winner is reported to the AD prior to formal announcement. In the event of a tie, the AD will vote.

The Awards Coordinator must receive nominations no later than the fifth day of January, April, July and October for each respective quarter, unless otherwise directed. Nominations will be submitted electronically in a Word document or Adobe format and consist of the items outlined in 4-5 (b) (3) below.

(3) Selection Criteria and Format:

Candidate must have been working within IHSC for the entire quarter.

Justification must address the employee's:

- **specific accomplishments and highlight the positive impact on the organization's mission during the period; or**
- **cost savings and productivity or process improvements worthy of consideration for the award.**

The nomination must not exceed two, double-spaced pages and should be written in a narrative format with accomplishments in bullet format.

(4) Quarterly award winners will be announced at an "All Hands" Meeting or other forum that the AD determines, following the selection of the nominee. The quarterly award winners will also be announced in an email broadcast and posted in the IHSC Communicator.

The four quarterly award winners are eligible for the annual award.

The annual award will be announced at the first "All Hands" meeting or other forum during the following fiscal year.

c. Award Presentation.

- (1) Personnel who are selected as the IHSC Employee of the Quarter will receive an IHSC Certificate of Achievement signed by the AD.
- (2) The runners up will receive an IHSC Certificate of Appreciation. The annual award winner will receive an appropriate award based on the nature of his or her service (Corps officer or civilian).

5. **PROCEDURES:** None.6. **HISTORICAL NOTES:** This is an annual review with no changes.

7. **DEFINITIONS:** See definitions for this policy at [IHSC Glossary](#). Additional definitions include:

DCCPR: The Division of Commissioned Corps Personnel and Readiness (DCCPR) carries out the day to day management and administration of major Commissioned Corps functions which includes recruitment, calls to active duty, and Commissioned Corps boards. DCCPR issues personnel orders, maintains Commissioned Corps Officer payroll and records, has management of medical actions and evaluations, oversees the performance, discipline and conduct of commissioned officers, and develops and implements policies and regulations.

PAC: The Professional Advisory Committee provides advice and consultation to the Surgeon General on issues related to both the professional practice of a specific [category](#), and the personnel activities of civil service and Commissioned Corps officers in said category. The PAC provides similar advisory assistance to the respective category [Chief Professional Officer](#) and, upon request, to the Agency or program heads of the USPHS and to non-USPHS programs that routinely use USPHS personnel. PACs confer individual awards annually for both junior and senior officers as well as for groups or teams that recognize outstanding performance or accomplishments.

8. **APPLICABLE STANDARDS:** None.

9. **RECORDKEEPING:** Records generated as described in this policy are maintained as provided in the Employee Performance File System of Records, 65 Fed. Reg. 24732 (April 27, 2000), and any other applicable systems.

10. **NO PRIVATE RIGHT STATEMENT:** This directive is an internal policy statement of IHSC. It is not intended to, and does not create any rights, privileges, or benefits, substantive or procedural, enforceable against the United States; its departments, agencies, or other entities; its officers or employees; or any other person.

ATTACHMENT 1: EVALUATION CRITERIA**IHSC AWARDS RECOGNITION PROGRAM - SCORING SHEET**

Employee Name: _____

Facility: _____ Fiscal Year/Quarter: _____

Total Points/Score: _____

Criteria	Scoring of 50 points maximum per criteria 40-50 points = outstanding 30-39 points = exceeds expectations 20-29 points = meets expectations Below 20 points (removed from competition)
1. Specific accomplishments highlight the positive impact on the IHSC mission during the period	Points =
2. Cost savings and productivity or process improvements worthy of consideration for the award	Points =
	Total points =

Outstanding: Exceeds expectations consistently outstanding (significantly produces high quality work, independently goes above and beyond, excellent communication and writing skills, reliable, problem solver, team player who influences others to work collaboratively)

Exceeds Expectations: Consistently fulfills requirements and exceeds expectations (routinely produces high quality work, dependable and reliable, follows through on tasks, represents program well and interacts with others, exhibits teamwork collaboratively works with others)

Meets Expectations: Consistently fulfills requirements (regularly produces results occasionally exceeding expectations, demonstrates job knowledge, skilled and reliable, works well with others and exhibits teamwork and is a team player in varied settings)

ATTACHMENT 2: FINAL SCORE TABULATION

**IHSC AWARDS RECOGNITION PROGRAM – EVALUATION
RESULTS****FISCAL YEAR/QUARTER** _____

EMPLOYEE NAME	EVALUATOR 1	EVALUATOR 2	EVALUATOR 3	EVALUATOR 4	TOTAL SCORE